



REMINDER: Arbor Information System – Parent Portal (desktop) and App (ie mobile/tablet)

The Arbor parent portal and the associated parent mobile app ensure that parents can access important information about their children and report absences due to illness

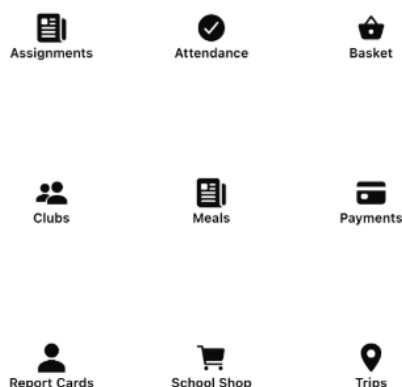
REPORTING ABSENCES

Absences due to illness are to be reported via the **Arbor Parent Portal or your Arbor App.**

Absences, due to illness, are to be submitted by 8.30am, before the class registers open. Absences need to be reported every day of the child's absence.

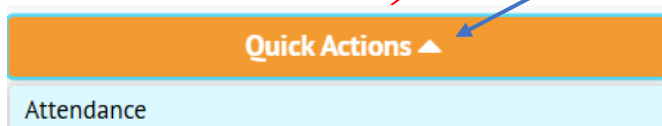
Parents can log same-day absences due to illness for their children using the Parent Portal and Mobile App. Parents are to input the absence details, and submit the request. Your absence message will then be sent to our attendance officer to process. Please state the reason for absence in the message. (please do not use the wording unwell/illness.) If you are reporting absence for more than one child, a separate message will be required for each child. *Please note - this service is for reporting absence only and should not be used for other communication.*

Quick Actions



Reporting absences via the App – please click on the menu icon, this will take you to Quick Actions, and then select Attendance.

Reporting absences on the Parent Portal – please select Quick Actions followed by Attendance, then log absence.



Log Absence

For appointments during the school day please complete our online Leave of Absences Request form: [Leave of Absence Form for Appointments](#)

Main Dashboard

Profile

Attendance

Summary

WHAT OTHER INFORMATION CAN I SEE ABOUT MY CHILD ON ARBOR PARENT PORTAL?

Attendance Information

Medical and Dietary Information held for your child

Emergency Contacts held for your child

Consents and Permissions

View your child's end of year report (coming soon)

Book extra-curricular clubs



CALENDAR DATES

From the Portal and App parents will be able to view any calendar dates, including any forthcoming events (year group specific) and any extra curricular club places booked.

July 2026 ▾	
Thursday	Friday
2 08:00 Early Risers 08:45 5: 5C - Miss Carpent... 12:10 Spring/Summer Me... 12:30 5: 5C - Miss Carpent...	3 08:00 Early Risers 08:45 5: 5C - Miss Carpent... 12:10 Spring/Summer Me... 12:30 5: 5C - Miss Carpent...
9 08:00 Early Risers 08:45 5: 5C - Miss Carpent... 12:10 Spring/Summer Me... 12:30 5: 5C - Miss Carpent...	10 08:00 Early Risers 08:45 5: 5C - Miss Carpent... 08:45 Mrs Morgan and Mr... 12:10 Spring/Summer Me... 12:30 5: 5C - Miss Carpent...

15:45-16:45

Community Open Event -
Everyone Invited

09:15-11:15

Year 4 Sports
Morning

Important Messages and Notifications will be sent by the App Service

Any important messages and reminders from school will be sent to parents via the App service. You can view these on your Arbor Parent Portal or App.

You need to make sure that push notifications have been enabled.

When you receive an App message on your Mobile Device

You will see this on your phone's home screen:



Click into your Arbor App and click here:



You will also be able to view any App messages sent on your Parent Portal:

Subject	Walking Bus starts today!!
Received	01 June 2026, 07:50
Sent by	Ravenscote Junior School

Message

Please be reminded that the 'Walking Bus' starts today, Monday 1st June. 8.15am from the Community Centre on Heatherside. Really looking forward to seeing you there!
Thank you!

[View Student Profile](#)

You have 1 unread message. [Click here to view.](#)

Parents are also able to send the school non-urgent Messages.

[Send new message](#)

Or respond to a message that we have sent to you:

[Respond](#)

Booking School Lunches

***** REMEMBER TO CHECK OUT !! *****

School lunches must be booked in advance in your Arbor Parent Portal or App. Please make your bookings by 11.59pm for the following day. Daily menus can be viewed on our website or on the Arbor Parent Portal or App. To avoid wastage all meals are cooked to order. It is imperative that you book your child a school lunch, if needed. Children without a preordered lunch will need to bring in a packed lunch.

How to book a meal for your child

1. Log in to the App/Parent Portal.
2. Under Quick Actions.
3. Click on Meals.
4. Click on the applicable term.
5. Click on the day required.
6. Make your selection for that week.
7. Click on the green Process button to continue. If wanted you can then add meals for further weeks.
8. Go to your basket to check out.

Meals

Meal Choices

Meal Choices

Select your meal choices below and complete your basket checkout to confirm. Please note, the deadline for making meal choices is 24 hours before your meal takes place.

Add Meal Choice

Wed, 03 Sep 2025

Roast Chicken served with Roast Potatoes...

ni followed by Crunc...

Process

15151 Fingers served with Chips followed by...



Meal choices in basket

You currently have meal choices in your basket. [Go to your basket](#) to complete checkout and confirm your meal choices.

Week beginning 12 Jan 2026

Tuesday	No choice selected	Deadline passed
Wednesday	Roast chicken pitta pocket followed by chocolate brownie	In basket
Thursday	BBQ Chicken Pizza served with potato wedges and cucumber and tomato salad followed by vanilla or chocolate ice cream	In basket
Friday	Cheese panini followed by strawberry ice cream	In basket

Each day, after the meal is taken the balance on your child's account will decrease by the meal price (current price is £3 – subject to change).

If your balance is insufficient, you will need to Top Up your account before you can select your child's meals.

Please remember to 'Check Out'.



You cannot add meal choices

Your account has a negative balance, so you cannot make new meal choices. Please top up your account to continue.

Can I cancel or change my child meal choices? Yes – you just need to select the option of 'No Choice Selected'

Lunches must be ordered by 11.59pm for the following day. Once the deadline for the lunch orders has passed you will be unable to book a lunch and your child will require a packed lunch.

BOOKING AN AFTER SCHOOL CLUBS RUN BY TEACHERS

The teachers at Ravenscote run a number of free after school clubs. The club booking system opened on 7th September and closes at 7pm on 14th September. Clubs are allocated on a first come first served basis. *Maximum of one club per child*. Please understand that it is not always possible to give everyone a place in a club. Teacher Led After School Clubs do NOT run for the whole term. Autumn term clubs for 2026 start week of 21st September and end on 27th November. (there are no clubs week of 12th October.)

Teacher led after school clubs end promptly at 4.30pm. Children must be collected by an adult or secondary aged sibling from all after-school clubs and Ravens Roost. Children may not walk home or out of school unaccompanied.

PLEASE REMEMBER THAT ONLY ONE RAVENSCOTE CLUB IS PERMITTED FOR EACH CHILD (with the exception of Choir, which can be booked as a second club). IF MORE THAN ONE CLUB IS SELECTED THE OFFICE WILL DE-SELECT ONE OF THE CHOSEN CLUBS. IT IS IMPERATIVE THAT ONLY ONE CLUB IS SELECTED FOR YOUR CHILD.

You will be able to see any after school clubs you have selected for your child in your calendar:

15:24 - 16:30 (Tuesday) Film Club - Spring Term 2026	
15:24 - 16:30 (Monday) Colouring Club - Spring Term 2026	(Monday) Just Dance Club - Spring Term 2026 (2025/2026)
	** (Friday) Complete Coaching Club - Spring Term 2026 (2025/2026)